



---

# Board Positions

## Executive Board (Voting Positions)

President  
Vice President  
Treasurer  
Registrar  
Secretary  
Coaching Director  
Recreational Director  
Competitive Director  
Facilities Director

## Other board positions:

Marketing Director  
Website Coordinator  
Risk Manager  
Fundraising Coordinator  
At-Large

# Job Descriptions

## **President:**

- Leadership for the Club's Board of Directors.
- Chairs Board of Directors meetings
- Chairs the Annual Members Meeting and any special members meetings held
- Coordinates the activities of various board members
- Provide strategic direction and set priorities
- Recommends new changes to policy
- Establishes administrative procedures to ensure club policies are carried out
- Represent the club at various public events
- Represents the club to ISA and attends all meetings
- Put agenda together and send to secretary, to be sent out to attendees

## **Vice President**

- Will Perform all the duties of the President in his/her absence
- Will oversee all contracts entered into by the club
- Will oversee website content
- Will supervise the Coordinator of Fundraising/Sponsorship
- Will be responsible for overseeing and supervising all club purchases

## **Secretary**

- Assist the President and Board, as needed
- Reserve suitable meeting locations for meetings
- Maintain notes of Board and Membership meetings
- Distribute agenda for each meeting for review by attendees
- Distribute all special notices and the newsletter for the club
- Maintain a current copy of the club's by-laws
- Responsible for archives
- Oversee the pictures

## **Treasurer**

- Maintain accounting books and records
- Issue checks and pay invoices
- Manage surplus funds not used for ongoing operations
- Provide financial reports to the Board
- Prepare budget
- Prepare tax returns and information for government filings
- Prepare payroll
- Ensure registration payments and refunds for Rec

## **Co-Treasurer**

- Pay coaches
- Create invoices
- Apply payments/deposits
- Send monthly statements

- Set up ACH/EFT with parents and banks
- Tournament registration

**Registrar**

- Coordinate all registrations for club
- Provide appropriate registration lists to each director/team manager
- Work with team managers and coaches to solve any problems

**Coaching Director**

- The Coaching Director shall manage the coaching programs related to the Recreation, Academy, and Competitive levels
- Supervise the recruitment, training, development, and certification of coaches. This includes a required training day for all paid club coaches
- Serve on the Executive Board
- Develop a coaching curriculum for Recreation, Academy, and Competitive programs
- Devise practice plans for the U6, U8, and U10 recreational program
- Organize equipment and apparel
- Develop a format for player evaluations that will be implemented for each team.
- Evaluate professional coaches for each season
- Evaluate progress of teams annually in achieving the club curriculum goals
- Educate parents on the club's policies and philosophies on youth development and age appropriate activities
- Responsible for providing qualified goalkeeper training for the club
- Educate the players and parents on college playing opportunities

**Recreational Director**

- Responsible for all Recreational soccer programs
- Delegate responsibilities to Recreational Soccer Committee
- Determine the registration timing and cost for each program
- Coordinate marketing efforts with our marketing director
- Respond to questions from parents and volunteers
- Represent Recreational Soccer programs at monthly Board meetings
- Supply uniform numbers to appropriate suppliers

**Field Director**

- Attend monthly scheduled Board meetings and provide monthly Fields Director Board report.
- Organize and coordinate mowing and painting.
- Maintain all grounds equipment including but not limited to mowers and painting machines.
- Understand the new regulations that conform to Iowa State Soccer Association with field dimensions and goal sizes.
- Ensuring all goals and nets are safe, secure, and functional.
- Create, submit, and manage field budget.
- Liaison with the city of Spencer on any permits or requirements needed for projects.

**Risk Manager**

- Board Members Risk - Defined & published processes, reviews and periodic audits/inspections to validate maintaining the organization's assets (tangible & intangible).

- Risk involving coaches, referees, players, volunteers, and spectators including expectations, behavior, training, and enforcement.
- Player equipment risks including shin guards and water
- Complex including installation and anchoring of goals and condition of grounds, benches, stands, sprinklers, sanitation, and parking.
- Signing of referees to age level, experience, and difficulty.
- Website risks including publishing of teams, pictures, and other BOD information.
- Waiver forms correctly signed. Board of director forms all current and upto date.

### **Competitive Director**

- Register teams for tournaments
- Schedule a yearly meeting with all competitive parents to present information on the club including tournament dates, friendlies, and expectations.
- Compile calendars for all competitive teams including practices, games, and recommended tournaments
- Establish the tryout schedule
- Work with the Competitive committee on tournament, friendly schedules, and any issues that arise on from parents
- Compile all letters of acceptance and rejection, and mail accordingly
- Assemble player recommendations and meet with coaches to make selections
- Arrange for evaluators to attend each session. Develop a tryout T-shirt design and coordinate order
- Appoint coaches for all the competitive club teams
- Distribute all special notices and the newsletter for the club
- Setting and managing budget for competitive
- Compile all letters of acceptance and rejection, and mail accordingly

### **Website Coordinator**

- Maintaining the web server operating system, applications, and hardware
  - Currently this is utilizing resources (hardware/software/bandwidth) donated by R&D Industries, Inc.
- Generating new pages and revising existing pages with content as directed by stakeholders
- Updating content on web site for known items not directed by other stakeholders
- Evaluation of traffic on web site
- Updates to social media properties (Facebook, Twitter, Instagram, etc)
- Evaluation of traffic to social media properties
- Supporting marketing activities
- Game photos and posting of such on image-based social media
- Evaluation of web site logs to check for possible hidden errors
- Duties to Expand:
  - Development of server-side architecture to allow stakeholders or trusted partners to post content independently. Not currently a high requirement due to low return on time investment
  - Increased photography